Government of the District of Columbia
Department of Employment Services

2006 Passport-to-Work
Summer Youth Employment Program
APPLICATION

Preparing Today's Youth For Tomorrow's Future

REMINDER

Registration for the 2006 Passport-to-Work Summer Youth Employment Program will start on Tuesday, January 17, 2006 and end on Friday, April 21, 2006.

Please be sure to return your completed 2006 Passport-to-Work Summer Application and Certification & Consent Form to 625 H Street, N.E., along with documentation to verify the following:

- District Residency (it must include your name),
- Date of birth,
- Proof of Citizenship/Alien status, and
- Social Security number.

Youth who are in school on the secondary level (grades 7 - 12) must bring their most recent report card.

The Office is open Monday-Friday, 9:00 a.m. to 4:30 p.m., and until 6:00 p.m., every Wednesday, beginning February 1, 2006.

For more information, please call (202) 698-3991 or (202) 698-3492.

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Gregory P. Irish
Director

Dear Prospective Applicant:

Enclosed is your application for the 2006 Passport-to-Work summer program. This booklet contains the necessary information and forms to assist you in registering for this year's program:

- *Frequently Asked Questions*
- *2006 Acceptable Document List*
- *2006 Summer Application and Instructional Guide*
- *2006 Occupational List*
- *2006 Certification and Consent Form and Instructional Guide* (The form requires your signature, and if you are under 18 years of age, your parent's or guardian's signature is required.)

Our 2006 Summer Youth Employment Program's theme, *"Just Work It"*, aptly conveys our message and expectations for youth participants. In an increasingly competitive global labor market, it is essential that we provide our youth with a solid academic and professional foundation to help assure their success. It is equally important that they step up to this challenge. **This year, we are requesting that in-school youth (grades 7 - 12) provide a copy of their most recent report card.** This will enable us to create summer activities that provide career exploration opportunities as well as enhance academic performance.

Carefully read and complete the *2006 Application* and *Certification and Consent Forms. Return the completed forms by* Friday, April 21, 2006. **When you return your application, you must bring documentation that includes your name to verify your District residency, date of birth, proof of citizenship/alien status,** and **Social Security Number**. Also, youth who are in school on the secondary level (grades 7-12), must bring their most recent report card. Please review the *Acceptable Document List* before submitting your application to ensure that you have all of the necessary documentation. Our office is located at 625 H Street, N.E., and is open from Monday-Friday, 9:00 a.m. to 4:30 p.m. Beginning February 1, 2006, it will be open until 6:00 p.m. every Wednesday.

We look forward to working with and for you this summer. Should you have any questions regarding registration, please contact the Department of Employment Services' Office of Youth Programs at 698-3991 or 698-3492.

Sincerely,

Gregory P. Irish

FREQUENTLY ASKED QUESTIONS

Q 1. **I registered for the 2005 Passport-to-Work Summer Program last year, am I required to register for this year's program?**

A 1. Yes.

Q 2. **What are the eligibility requirements for the 2006 Passport-to-Work Summer Program?**

A 2. To apply for the program, you must be a District resident ages 14 - 21. Youth who are 13 years old must turn 14 by the start of the program, which is Monday, June 26, 2006.

Q 3. **I am 21 years old and will turn 22 on June 26, 2006. Am I eligible to apply for the 2006 Summer Program?**

A 3. No, individuals who turn 22 on or before the start of the program, Monday, June 26, 2006, are not eligible to participate.

Q 4. **How do I apply for the 2006 Passport-to-Work Summer Program?**

A 4. Complete the enclosed 2006 Passport-to-Work Summer Application; have your parent or guardian sign the 2006 Certification & Consent form (if you are a minor); and, bring both forms and the required documentation to verify District residency, date of birth, Social Security Number, and citizenship/alien status (See 2006 Acceptable Document List) to:

D.C. Department of Employment Services
Office of Youth Programs
625 H Street, N.E.
Washington, D.C. 20002

Students currently in grades 7-12 must bring their most recent report card.

Q 5. **Why do I need a report card?**

A 5. The Department's goal is to design summer activities that provide career direction as well as enhance academic performance.

Q 6. **What documents are acceptable forms of verification?**

A 6. See the enclosed "2006 Acceptable Document List".

Q 7. **If I complete the 2006 Passport-to-Work Summer Application and return it along with the Certification & Consent form and the required documents to the Office of Youth Programs before the deadline, am I guaranteed a summer experience?**

A 7. No. The program does not guarantee a summer experience to every youth who applies. However, early submission of an application greatly enhances your chances of securing a summer assignment.

Q 8. **What is the deadline for submitting the 2006 Passport-to-Work Summer Application and Certification & Consent form?**

A 8. Friday, April 21, 2006.

Q 9. **Should I mail the completed application to the Department of Employment Services' Office of Youth Programs?**

A 9. No. We will not accept applications received through the mail or faxed. It must be submitted in person.

Q 10. **If I am selected for a summer experience, how will I be notified?**

A 10. Notification of acceptance will be mailed to the address that appears on your application.

Q 11. When does the 2006 Passport-to-Work Summer Program begin?

A 11. The program begins on Monday, June 26, 2006 and ends August 4, 2006.

Q 12. How much will I be paid?

A 12. You will be paid the federal minimum wage of $5.15 per hour. However, individuals who compete for positions within the federal government or private sector may be paid at a higher rate.

Q 13. Can I be assigned to the same training site I had last summer?

A 13. The Department cannot guarantee that you will be assigned to the same site. However, the site coordinator can submit a request for you to return, but it must be submitted to the Office of Youth Programs by Friday, March 17, 2006.

Q 14. I am a college student attending college outside of the Washington Metropolitan Area. Will I be able to register for the 2006 Summer Program after the Friday, April 21, 2006 deadline?

A 14. Yes, the registration deadline for college students is Friday, June 2, 2006.

Q 15. What number can I call if I have any questions or concerns?

A 15. The telephone number is (202) 698-3991 or 698-3492.

2006 ACCEPTABLE DOCUMENT LIST

* * * The Office of Youth Programs requires one document per category * * *

DATE OF BIRTH

- Baptismal Record
- Birth Certificate
- Driver's License or Non-Driver's ID
- Hospital Record
- Military Discharge DD-214
- Military ID
- Passport
- School Record
- Selective Service Card
- TANF Record
- Veteran's Medical Card

CITIZENSHIP

- Alien Registration Card
- Baptismal Record
- Birth Certificate
- Military Discharge DD-214
  (if birthplace is listed)
- Naturalization Certificate
- Foreign Passport stamped
  "Eligible to Work"
- U.S. Passport

SOCIAL SECURITY NUMBER

- Driver's License or Non-Driver's ID
- Department of Human Services' Letter
- Military Discharge DD-214 or
  Veteran's Medical Card
- Social Security Card
- TANF Record
- Tax Form 1040 or D-40

RESIDENCY

(The Document submitted must include the Applicant's Name)

- Department of Human Services' Letter
- Rental Lease
- If homeless, a letter from the shelter or the
  Department of Human Services
- Tax Form 1040 or D-40 (Current Tax Year)
  (Documents must be notarized)
- Driver's License or Non-Driver's ID
- School Record (For example: Report Card, IEP,
  or V Form)
- Government Agency Letter or Printout
- TANF Record

INSTRUCTIONS FOR COMPLETING THE 2006 PASSPORT-TO-WORK SUMMER APPLICATION

1. Last Name:
Please enter your last name as it appears on your Social Security card in the boxes provided.

2. First Name:
Please enter your first name as it appears on your Social Security card in the boxes provided.

3. M.I.: (optional)
Please enter your middle initial as it appears on your Social Security card in the box provided.

4. Gender:
Please enter your gender as it appears on your birth certificate in the boxes provided.

5. Street Address:
Please enter your number and street address as it appears on the document(s) used to verify your District residency.

6. Quadrant:
Please enter the section of the city in which you live, for example: NE, SE, NW, or SW.

7. Apartment Number:
If you live in an apartment, please enter the apartment number in the boxes provided.

8. Ward:
Please enter the ward in which you live, for example, Ward 1, 2, 3, 4, 5, 6, 7, or 8.

9. City:
Please enter the city in which you live as it appears on the document(s) used to verify your address.

10. State:
Please enter the abbreviation for the state in which you reside, for example, DC, MD, or VA, as it appears on the document(s) used to verify your address.

11. Zip Code:
Please enter your zip code as it appears on the document(s) used to verify your address.

12. Social Security Number:
Please enter your Social Security Number as it appears on your Social Security card in the boxes provided.

13. Date of Birth:
Please enter the month, day, and the last two numbers of the year of your birth as it appears on your birth certificate in the boxes provided.

14. Phone Number:
Please enter your home phone number, including the area code, in the boxes provided.

15. E-mail Address: (optional)
Please enter your e-mail address in the boxes provided.

16. Emergency Contact:
Please enter the name, phone number, and relationship of an emergency contact individual in the space provided.

17. Current Educational Status:
Please place a check mark in the box that applies to you. See page 7 for the Definitions of Educational Status Terms.

18. Income Status: Is your household receiving any of the following sources of income?
Please place a check mark in any box that applies to your household. See page 7 for Definitions of Income Status Terms.

19. Gross Family Income – Gross Family Income
refers to the total amount of all sources of income before taxes for each individual who resides within the household who is related to you by blood, marriage or adoption.

20. How many people are living in your household, including yourself?

Enter the total number of individuals, including yourself, residing in your household who are related to you by blood, marriage, or adoption in the space provided.

21. Ethnic Group:

Please place a check mark in the Ethnic Group box that applies to you.

22. Have you ever been incarcerated?

Please place a check mark in the box if you have ever been incarcerated.

23. Are you currently institutionalized?

If you are residing in a facility or institution that provides 24-hour surveillance and restricts your movement, please place a check mark in the space provided.

24. Are you a foster child?

Please place a check mark in the box if you are a foster child.

Foster Child – A child or youth who resides with an individual other than his or her natural or adoptive parents, in a court or the child welfare agency approved home, where state or local government payments are made.

25. Are you currently residing in Public Housing?

Please place a check mark in the box if you are currently residing in Public Housing.

Public Housing – Public Housing refers to housing that is managed, maintained, or subsidized by the District of Columbia Housing Authority (DCHA).

26. Indicate if you require special accommodations?

If you have a disability and need special accommodations, contact the Department of Employment Services' Equal Opportunity Officer at (202) 671-2568.

27. Occupational Interest: (See the 2006 Occupational List on page 8.)

Please select and enter three occupations from the 2006 Occupational List in the spaces provided. However, assignments are subject to the availability of openings.

28. U.S. Citizenship:

Please place a check mark in the box that applies to you. If your answer is no, please enter your Alien Registration Number and the expiration date in the spaces provided. If you are not a U.S. citizen, and you do not have an Alien Registration Number, you must provide documentation authorizing you to work in the U.S.

29. Selective Service: (males 18 and older)

Please place a check mark in the appropriate box. If your answer is yes, please enter your Selective Service Number in the space provided.

Definitions of Educational Status Terms

Drop-Out – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Attending High School or Less – An individual who has not received a secondary school diploma, or its recognized equivalent, and is attending any school, including elementary, intermediate, junior or high school, secondary or alternative school, whether full or part-time.

Completed High School/GED (not attending school) – An individual who has graduated from an accredited high school or received a General Education Development Diploma.

Attending Post Secondary Education – An individual who is currently registered in a program at an accredited degree-granting institution that leads to an academic degree.

Vocational/Advanced Training – An individual who is attending a technical/vocational institution or apprenticeship program, pursuing an industry recognized credential/certificate.

School Name/Current Grade – If you are attending school on the secondary level, please enter your School Name and Current Grade in the spaces provided. If you have completed high school or received a GED and not enrolled in advanced training beyond the secondary level, please enter "Graduate" in the space provided for Current Grade.

If you are attending college, please enter the name of the college in the space provided for School Name, enter your year/classification in the space provided for Current Grade, and enter your major field of study in the space provided for College Major.

If you dropped out of school, enter the highest grade completed prior to leaving school.

Definitions of Income Status Terms

TANF – Temporary Assistance for Needy Families is a government program that provides cash assistance and supportive services to assist families and help them achieve self-sufficiency.

Food Stamps – The Food Stamp Program is a government program that enables low-income families to buy nutritious food with coupons and Electronic Benefits Transfer (EBT) cards.

Social Security Income – Social Security Income consists of three types of benefits:

• Social Security – benefits paid to a retired individual or survivor's benefits for the retiree's spouse and children, whose employment is covered by Social Security.

• Social Security Disability Insurance (SSDI) - Disability benefits are payable to blind or disabled workers, widow(er)s, or adults disabled since childhood, who are otherwise eligible.

• Supplemental Security Income (SSI) - benefits payable to adults or children who are disabled or blind, have limited income and resources, meet the living arrangement requirements, and are otherwise eligible.

Refugee Cash Assistance – The Refugee Cash Assistance Program provides cash assistance to refugees who are ineligible for TANF funds via the Work First Program or other cash assistance programs.

General Assistance – General Assistance provides direct financial support to children living in households without a parent or relative caretaker. The program provides assistance to households caring for unrelated children whose parents and other relatives are absent from the household and who do not or cannot provide financial support for the care of the child.

2006 OCCUPATIONAL LIST

**	ACCOUNTING CLERK (requires a math background)
**	ACTOR/ACTRESS
*	ADMINISTRATIVE CLERK (30 words per minute)
**	ARTIST/ILLUSTRATOR
**	AUDIO-VIDEO REPAIRER/AIDE
*	BUILDING MAINTENANCE AIDE
**	BUILDING REPAIRER
**	CARPENTER HELPER
*	CHILD CARE AIDE
*	CLERK TYPIST (40 - 50 words per minute)
*	COMPUTER AIDE (requires computer science background)
*	COUNSELOR AIDE (18 – 21 years old)
**	DANCER (professional training required)
**	DRAFTING ASSISTANT (requires architectural background)
**	EDITORIAL ASSISTANT (requires journalism background)
**	ELECTRICIAN HELPER
*	FILE CLERK
**	FOOD SERVICE WORKER
**	GRAPHIC DESIGNER
*	GROUNDSKEEPER
**	HOSPITAL ATTENDANT
**	LIBRARY ASSISTANT
**	LABORATORY ASSISTANT
**	LINEN WORKER
*	LOCKER ROOM ATTENDANT (18 – 21 years old)
**	MAIL CLERK
**	MECHANIC HELPER (18 – 21 years old)
**	MESSENGER
**	MUSEUM AIDE
**	MUSICIAN AIDE
*	NURSE AIDE
**	PAINTER HELPER (18 – 21 years old)
**	PARALEGAL AIDE (requires legal background)
**	PRINT SHOP HELPER
**	PROP MAKER
*	RECEPTIONIST (20 words per minute)
*	RECREATION AIDE
**	RESEARCH ASSISTANT (requires oral and writing skills)
**	SALES CLERK
**	SINGER
**	STOCK CLERK
*	TEACHER AIDE
**	TOUR GUIDE ASSISTANT (requires oral and writing skills)
**	WAREHOUSE WORKER (18 – 21 years old)
*	WORD PROCESSOR

* High Demand Occupations – The D.C. Department of Employment Services receives a significant number of requests for the referenced occupations.

** Low Demand Occupations – The D.C. Department of Employment Services does not receive a significant number of requests for the referenced occupations.

JUST WORK IT!

INSTRUCTIONS FOR COMPLETING THE 2006 CERTIFICATION & CONSENT FORM

1. Date of Application:

Please enter the date the form is completed in the space provided.

2. Social Security Number:

Please enter your Social Security number as it appears on your Social Security card.

3. Applicant's Name:

Please enter your name as it appears on your Social Security card.

4. Applicant's Certification:

Carefully read the Applicant Certification, sign your name and date. Signing your name affirms your understanding of the Applicant Certification statement, a declaration as to the accuracy of the information provided in the 2006 Summer Application, and awareness of the penalties for misrepresentation which can result in termination.

5. Parent/Guardian's Certification & Consent:

Carefully read the Parent/Guardian Certification & Consent statement, sign your name and date. If the applicant is 18 years of age or older, a parent's signature is not required. Signing affirms the parent or guardian's understanding of the Parent/Guardian Certification & Consent statement and a declaration as to the accuracy of the information provided in the 2006 Summer Application.

JUST WORK IT!

D.C. Department of Employment Services

Office of Youth Programs

625 H Street, N.E.

Washington, D.C. 20002

(202) 698-3991 or (202) 698-3492